



# Proof of Information Checklist

## How to see if you can get a discount at HealthNet

### Definitions

**Employment Verification Form:**

A form your employer fills out that gives information about your employment.

**Guarantor/Responsible Party:**

The person who signs the consent form saying it is okay to see the patient. This person is also in charge of paying the health care bills if the health insurance company does not pay.

**Household:**

A household includes people who live in the same house:

- Guarantor
- Wife or husband
- Children younger than 18 that the Guarantor is legally in charge of

**Letter of Support:**

A form that tells HealthNet the name of the person that helps pay your bills. You can get this form at the front office at any HealthNet health center.

**Nominal Fee:**

A small amount of money you have to pay.

If you and your family want to see if you can get a HealthNet discount, bring these items to your next visit:

**Birth certificate for children younger than 18**

**Valid picture ID (not expired)**

In order to be seen, anyone over the age of 18 must bring a valid picture ID during their first 2 visits. A picture ID can be a:

- |                    |                           |
|--------------------|---------------------------|
| - driver's license | - permanent resident card |
| - school ID        | - military ID             |
| - work-badge       | - passport                |

**Proof of address**

You will need to bring **2 proofs of address** with your name (we do not accept P.O. boxes as proof). A proof of address can be:

- Utility bill or receipt from your utility company within the last 30 days (if you are married and the bills are in your wife or husband's name, that is okay)
- Mail dated within the last 30 days
- Rental agreement
- Check stubs
- Valid picture ID
- Car registration

(See back for more)

**Social Security Card (for you and your spouse)**

**Proof of income:** Bring all items below that apply to your household.

- **Cash Payments** – Proof of cash payments must be in written form signed by the giver with the date and a phone number (on letterhead, if you can). You can also ask the HealthNet front desk staff for an Employment Verification Form.
- **Child Support** – Proof of child support paid through the courts at the *Marion County Clerk's Office* (1<sup>st</sup> floor of City/County Building, Suite 123). If needed, you can use receipts, bank statements, or a letter from the non-custodial parent as proof of payment.
- **Earnings from Employment** – At least 1 check stub showing your gross pay (pay before taxes) that is no more than 30 days old. If you cannot get a check stub, your current employer can fill out an Employment Verification Form. To apply for HealthNet Advantage, Marketplace or Medicaid, you must bring 3 months' worth of income proof.
- **Social Security/Disability/Pension** – Current award letters (the letter that tells how much money you get) showing the amount of the payment. For a copy of your award letter, call Social Security at 1-800-772-1213.
- **Unemployment Compensation** – An unemployment check stub. HealthNet will assume each unemployment payment is the same amount.

HealthNet also accepts prior year tax returns as proof of income for self-employed workers.

**Proof of no income**

**Unemployed Household Members** – If you are a US Citizen/Resident, you can request an unemployment Statement. If you are not a Citizen/Resident, the person who helps you pay your bills (financial support) must complete a Letter of Support Form. This letter is good for 12 months or until financial information changes.

Proof of No Income can be obtained by a staff member in our centers. The unemployed person must be present, have a valid picture ID and social security card.

**To apply a discount to past visits, you have 10 business days after your visit to take proof of information to a HealthNet health center or billing office. If you do not do this within 10 business days, you will need to pay 100% of your household health care bills (or whatever is not covered by your health insurance).**

At your visit, self-pay patients must pay \$20 nominal fee for medical and \$30 for dental. Additional charges may apply. Patients with insurance must pay co-pays at their visits.

For questions, call HealthNet Billing at (317) 957-2075.